

**Lebanon Board of Finance
Minutes of November 10, 2011
Regular Meeting**

Members present: Liz Charron, Chairman, Glen Coutu, Gregg LaFontaine, Lori Wesolowski, and Chuck Haralson, alt.

Item A. Call to Order

L. Charron called the meeting to order at 7:30 p.m. C. Haralson was designated to vote on behalf of B. Petrie.

Item B. Discuss Results of election and changes to the Board of Finance.

1. Request from members the order for seating of Alternates for them.

There are changes to the Board of Finance due to the election on 11/8/11. Full term members will now include Liz Charron and David Scata. Lori Wesolowski did not seek reelection, and Liz Charron, on behalf of the board, thanked Lori for her 14 years of dedicated service to the BOF. The two-year member will be determined after a recount on 11/16/11. Full term alternate will be Diane Malozzi and four-year alternate will be Ed Tytor. Liz also thanked David Geligoff for his dedicated years of service to the board.

Item C. Minutes of Previous Meetings

G Coutu moved to accept the minutes of the October 13, 2011 regular meeting. Motion was seconded by L. Wesolowski. Motion passed unanimously.

Item D. Correspondence

No correspondence was received.

G. LaFontaine moved to address Items G. 1 and 2 on the agenda. Motion was seconded by C. Haralson. Motion passed unanimously.

Item G. New Business

1. Consider and act on funding needed for repairs to the ladder truck.

John Lyon, LVFD Chief, explained in detail the repairs needed to the ladder truck. He informed the BOF that while the quote was being prepared, an oil leak was found that must also be repaired. Total quote for repairs is \$11,250. Finally, after the repairs are completed, the ladder must be retested at an additional cost of \$500. G. Lafontaine moved to do the repairs and retest by taking \$12,200 out of Contingency. Motion was seconded by L. Wesolowski. Motion passed unanimously.

2. Consider and act on funding for snow tires for the new ambulance.

J. Lyon requested that the BOF consider funding the purchase of snow tires for the new ambulance that was purchased for the Town of Lebanon this year. The new vehicle cannot use the snow tires/rims from the old vehicle. The cost for each of the new snow tires/rims will be \$359, for a total of \$2,164. The BOF asked that the Fire Department review its budget to see if it could cover the snow tire costs within this years operating budget.

Item E. Monthly Expenditures/Revenues/Payment of Bills.

An expenditure report through 9/30/11 was distributed to BOF members. Software updates were being performed on the accounting system that prevented a more updated report from being run. L. Charron had questions on several accounts and Joyce Okonuk provided clarity on each account. J. Okonuk stated that Erin Clark would send L. Charron an updated report as soon as possible. L. Charron mentioned that a legal bill was received in the sum of \$198 that had to do with the school building project. C. Haralson moved to pay the legal bill out of school building project funds. Motion was seconded by G. LaFontaine. Motion passed unanimously.

Item F. Ongoing Business

1. Subcommittee updates

a) Investment Policy and Cash Management

No meeting was held.

b) Policies and Procedures

No meeting was held.

c) Capital Funding

The next meeting will be held next Wednesday morning, 11/16/11. Progress has been made and results will be ready to bring back to the full board prior to the December meeting.

d) Budget Process

L. Charron recommended that the membership of the subcommittees be reworked because of the new members that will be joining the BOF. She suggested a meeting on 11/29/11, the Tuesday after Thanksgiving. G. LaFontaine stated that the budget process be discussed first at that meeting and capital funding second.

Item G. New Business

3. Consider and act on staffing in the Finance Office.

L. Charron reported that the town Finance Director position is open again. J. Okonuk said that Eve Spencer has been working for the BOE on Tuesdays, Wednesdays and Thursdays. She is now helping the town on Mondays and Fridays until she picks up more hours with the BOE in a couple weeks. E. Clark has been doing an outstanding job maintaining the status quo. A discussion followed about filling the Finance Director position and it was decided to investigate opportunities for outsourcing certain financial functions in the office. It

was suggested that an RFP be drawn up that contains specific expectations for the position. L. Charron agreed to work on this task with the Board of Selectmen, and will ask B. Petrie to assist.

4. Consider and act on the calendar for 2012 regular Board of Finance meetings.

L. Charron distributed a proposed calendar to the BOF. The calendar will be voted on at the December 8th meeting when the new members are present.

Item H. Other

L. Charron received a call from Steve Hopkins regarding the audit. He called to inform her that there were a number of journal entries that he needed to make due to the absence of the Finance Director and as a result of the time involved in this, he is requesting that we file a request for a 30-day extension for the town audit. The state requires that this extension request be filed no later than November 30th. G. Lafontaine moved to have L. Charron sign the forms required for a 30-day extension for this year's audit. Motion was seconded by G. Coutu. Motion passed unanimously.

L. Charron reminded the BOF that they would vote for new officers at the December meeting. B. Petrie has volunteered to serve as secretary. Subcommittee assignments will also be reviewed in light of the new members joining the BOF. L. Charron also mentioned that she would like us to meet with the Board of Selectmen immediately prior to our December board meeting to discuss the grant process.

Item I. Adjourn

G. LaFontaine moved to adjourn the meeting. Motion was seconded by L. Wesolowski. Motion was passed unanimously. Meeting adjourned at 9:07 p.m.

Respectfully submitted,

Lisa Sedlmeier
Recording Secretary